

# Illinois Shuffleboard Association

## Constitution

Version 1.2

[ratification/approval/acceptance]

April 21st, 2023

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### **ARTICLE I - ORDER OF BUSINESS**

1. Call to Order
2. Roll Call
3. Reading of Minutes
4. Announcements
5. Treasurer's Report
6. Review Membership
7. Unfinished Business
8. New Business
9. Election of Officers (Annual Meeting Only)
10. Adjournment
11. Open Forum

### **ARTICLE II - MEMBERSHIP**

Any individual may join the Association by signing up on the Association's website and paying their annual dues. The Membership period shall be for one year from the date of payment. Benefits to members include voting on the members of the Executive Board at the annual meeting and access to tournaments held by the Association.

Any organized community, within the state of Illinois, controlling the operation of at least two (2) regulation shuffleboard courts, shall be eligible for membership in the Association. In lieu of dues, the community must be willing and able to host at least one tournament per year. The community's members or players are not recognized as members of the association unless they obtain individual membership. Commercial entities may use whatever rules of play they deem appropriate for their business. Except for, official ILSA tournaments or NSA tournaments hosted at community member clubs.

### **ARTICLE III - ELECTION PROCEDURES**

1. Any individual member in good standing may nominate themselves or another member in good standing to be on the ballot.
2. Any community member in good standing may nominate a representative to be on the ballot.
3. Each individual member may vote for five people they feel best represent the Association. The top five vote-getters will become the Executive Board until the next election.
4. The vote for members of the Executive Board at the annual meeting must be open for no shorter than one hour, unless votes have been cast by every member of the general membership base.
5. In the event of a tie, a run-off election will be held.
6. The five elected officers will then decide how to best determine who will hold the position of each office of the Executive Board.
  - a. In the event that the new Board cannot self-organize, the former Executive Board selects a President from the incoming board, who can then assign the remaining positions.
7. Members of the Executive Board shall be elected on a year-to-year basis at the Annual meeting.
8. No one person may hold a seat on the Executive Board for more than three consecutive full terms.
  - a. To ensure continuity of the Association; In the event that the majority of the Executive Board reach their term limits at the same time, the outgoing Executive Board may select two Board members, who may run for an additional year beyond their term limit. These individuals must still be elected to continue serving.
  - b. President Emeritus, as defined in Article IV, section 6, is not subject to term limits of the executive board.
  - c. In the event that there are fewer than five nominations for the Executive Board, existing Executive Board members may then be nominated, regardless of the number of previous consecutive terms they have served.

### **ARTICLE IV - OFFICIAL DUTIES OF THE EXECUTIVE BOARD**

1. The President shall:
  - a. Preside at all meetings (regular or special) of ILSA and shall conduct the meeting in accordance with the parliamentary authority adopted by ILSA.
  - b. Determine the date, time and place for meetings and make all arrangements.
  - c. Perform all duties as are deemed required of the office.
  - d. Appoint Special Committees as the need arises.

- e. Work with the Treasurer and other officers to prepare a budget for the coming year.
  - f. Serve as an ex-officio member on all committees.
  - g. If willing, remain as a member of the Executive Board as the President Emirates upon completion of their elected term(s).
  - h. Be a signatory on all ILSA accounts in the event that the Treasurer and Secretary are disabled or otherwise not able to sign ILSA checks.
  - i. Responsible for ensuring upkeep of the ILSA website and social media accounts.
  - j. Serve as the tie-breaking vote on any deadlocked decisions.
2. The First Vice President shall:
    - a. Serve as aid to the President.
    - b. Assume and perform all duties of the President during the absence or incapacitation of the President.
    - c. Perform such duties as may be assigned by the President.
3. The Second Vice President shall:
    - a. Serve as aid to the President.
    - b. Assume and perform all duties of either the First Vice President or President in their designated order during their absence or inability to preside.
    - c. Perform such duties as may be assigned by the President.
4. The Secretary shall:
    - a. Fully and accurately record the proceedings of all of ILSA meetings.
    - b. Attend to all correspondence.
    - c. Be in charge of the files and records of ILSA.
    - d. Keep a record of the number of members.
    - e. Maintain a list of all current members of the Executive Board. This list shall include names, addresses and phone numbers.
    - f. Cause notices of meetings to be sent at least fourteen (14) days in advance of all meetings.
    - g. Be a signatory on all ILSA accounts in the event that the Treasurer and President are unable, disabled or otherwise not able to sign ILSA checks.
    - h. Perform such other duties as may be assigned by the President.
5. The Treasurer shall:
    - a. Be the sole custodian of the funds of ILSA.
    - b. Keep a full and accurate record of all transactions.
    - c. Prepare and present a report at each ILSA meeting.
    - d. Be in sole possession of ILSA checkbook and/or savings accounts.
    - e. Prepare annual community membership assessment statements
    - f. Prepare annual individual membership statements.

- g. Deposit all receipts of dues and other income of ILSA in a checking account or interest bearing savings account in the name of ILSA.
        - h. Issue checks for the purchase of operating supplies and other necessary expenditures within the budget upon approval by the Executive Board.
        - i. Ensure that no person shall inure a benefit from the net income of ILSA.
        - j. Issue receipts for cash and request receipts for reimbursement.
        - k. Submit all records for audit before the Annual Meeting.
        - l. Be bonded, if desired, for his/her protection and the protection of the ILSA Executive Board. The cost of said bonding shall be paid by ILSA.
        - m. Prepare the reports required for non-profit status that include bank balances of ILSA that maintain such accounts.
        - n. Perform such other duties as may be assigned by the President.
6. The President Emeritus shall:
  - a. Be an optional position of the Executive Board to be held by the outgoing President, at their discretion, starting at the end of their term.
    - i. If an outgoing President chooses not to hold this position, the outgoing Executive Board may appoint a willing outgoing board member.
    - ii. This position must be vacated when a new President is elected and the outgoing wishes to take the position.
  - b. Have voting power within the Executive Board
7. Vacancies shall be filled by presidential appointment. Appointees serve until new elections are conducted at the next Annual Meeting. However, if the vacancy is in the office of President, the First Vice President shall assume the office for the remainder of the term. If for any reason the First Vice President cannot assume the office of President, then, and only then, shall the Second Vice President assume the office of President. Finally, the Secretary must call for a special ILSA election if the Second Vice President is unable to serve as President. As well as, fill any remaining vacancies on the Executive Board.
8. The Board may choose to vote to remove a board member from the executive board if they are delinquent with no notice for two of the last five meetings.
9. Any Board member being investigated is subject to suspension from their position until the investigation is resolved. In the case that any Board member is convicted of performing any illegal activities on behalf of the organization, they are subject to immediate removal from their position.
10. All officers shall turn over all materials to their successors within two (2) weeks after their successors are elected.

## **ARTICLE V - COMMISSIONS**

The Executive Board may establish Commissions, appoint a Commission Chairperson, and select Commission Members, to aid in the operations and success of the Association.

Commission proposals require a majority vote of the Executive Board.

1. Commissions must have a clear purpose and scope, set forth by the Board.
2. Commissions are small teams, consisting of 3 or 5 individuals.
3. Commissions must also have a Chairperson, who is directly responsible for that Commission's objectives.
  - a. A Commission cannot be formed without a clear and agreed upon Chairperson.
  - b. A Chairperson can also be an Executive Board member.
  - c. Chairpersons may also sit on other Commissions as Commission Members

Commission proposals must include the following criteria:

1. Objective
2. Scope
3. Set of goals
4. Proposed Chairperson

Commission Members may be included in the proposal or appointed later. Commission Members can be appointed by the Chairperson or the Executive Board.

Standing Commissions may be proposed by the Executive Board and brought to vote during an Executive Board meeting.

1. Standing Commissions have a continual duration and its objectives are vital to our mission.
2. Commission Members or Chairpersons should change with time, however, the goals and objectives of that Standing Commission remain.

Select Commissions may be formed and appointed at the discretion of the Executive Board.

1. Select Commissions are fixed in duration and are created to perform specific tasks or objectives.
2. Select Commissions will dissolve when tasks and objectives are completed.

An Executive Board member may recommend the dissolution of any Commission. This process will require reason or justification, which is presented to the Executive Board. Board approval requires a majority vote at an Executive Board Meeting.

If the Executive Board wishes to remove a Commission Member, including Commission Chairperson, from a Commission, they may do so for any reason by majority Executive Board vote.

## **ARTICLE VI - CODE OF CONDUCT**

The following Code of Conduct represents the policy for the Illinois Shuffleboard Association. It applies to members, elected officials, committee members, commission members, instructors, players, referees, and spectators. The Code of Conduct will be enforced. Any member violating the intent of the policy may have their membership revoked.

Play the game with a spirit of good sportsmanship and act in a responsible manner. All players should conduct themselves in a manner that will ensure a welcoming, respectful, and comfortable environment for all.

Members must acknowledge that we are all representatives of a global shuffleboard community. As such, one must respect the age, spirituality, ethnic background and race, gender, sexual orientation, and disabilities of all persons involved.

There shall be no action as an attempt to intimidate, harass or demean opponents, teammates, officials, members, and spectators. This includes; threats, hurtful language, inappropriate disruption of events, unwanted sexual attention, bullying, or stalking - in person, online, or via social media.

Be aware of one's surroundings. Be courteous, responsible, and respectful.